



What every college student should ask themselves:

- Do you have enough time for your college obligations?
- What about personal time?
- Do you get enough time?
- Do you have a part-time job? Is there enough time for one?
- Do you plan your time ahead?

If you answered no to any of these questions, this is the perfect guide for you!



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TIME MANAGEMENT:

A Quick Guide for College Students



Time Management

Why learn time management skills?

When entering college, you will soon realize many things pile up on your plate. To ensure that you meet all your obligations academically and personally, you must balance your time. By doing so, you will reduce your stress and accomplish more tasks.

How do you learn them?

Acquiring the skills are fairly easy because it is really about learning from yourself. By planning ahead and getting into a routine, you will teach yourself to manage time effectively. It is just a matter of putting in the effort and finding what works best for you.

Obstacles:

Facebook, twitter, Instagram, etc. We all have the social media/cell phone fever. Some can't put down their phone for more than five minutes! Distractions are a huge impact on time, more than most realize. Technology is just one of the major ones. There are also ones such as friends, parties, TV, etc. Teaching yourself to have willpower is one of the hardest yet greatest achievements you can obtain for yourself.

Tips:

There are many ways to manage your time which is why it is specific to every individual but there are some things that are helpful to everyone. Schedules are a huge help to anyone trying to balance their time to fulfill obligations. They set a certain amount of time, you want to allow yourself, to do a task. Prioritizing is a necessity to obtaining helpful time management skills. To do so, you separate what you think is most important to what is least. You then decide what to do with your time according to your prioritized tasks.

Want to get Started?

Fill out the schedule below!

Start the path to having less stress and more control over your life by using the schedule provided!

TIME	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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7							
8							
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